

## IMPORTANT DUE DATES FOR SUPERINTENDENTS



## KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## JULY

Date	Program	Activity/Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. <b>KRS 161.760(1)</b>	Amy Peabody (502) 564-4474	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. <b>KRS 161.760(1)</b>	Amy Peabody (502) 564-4474	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. <b>KRS 161.760(2)</b>	Amy Peabody (502) 564-4474	
*	Non-discrimination	Between July 1-Day before the start of school, non-discrimination statement to be published in largest circulation newspaper serving the community or in a prominent position on the school's website. <b>Federal law</b>	Lynn McGown-McNear (502) 564-3716	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. <b>KRS 156.670</b>	Mike Leadingham (502) 564-2020	
<b>1</b>	Fiscal Year for Schools	Fiscal school year begins July 1. <b>KRS 158.050; KRS 160.450</b>	Amy Peabody (502) 564-4474	
<b>1</b>	Fidelity (Performance) Bond	Each local board of education must execute a bond for the faithful performance of its duties. <b>KRS 160.570; 702 KAR 3:090</b>	Jackie Chism (502) 564-3846	
<b>1</b>	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. <b>KRS 150.560; 702 KAR 3:080</b>	Jackie Chism (502) 564-3846	
<b>1</b>	Medication Administration Training for Non-licensed School Personnel	Beginning on July 1, school employees who accept the designation to administer emergency or non-emergency medications to students begin their training for the upcoming school year.	Karen Erwin (502) 564-5279	
<b>8</b>	Certification of School Bus Transportation Mileage	Daily school bus mileage to and from school is submitted for certification.	Karen Conway (502) 564-3846	
<b>10</b>	School Report Card	School Report Card secure site opens for school/district validation. Validation period/due dates vary but all end prior to the public opening of the School Report Card on September 29. <b>KRS 158.6453(20); 703 KAR 5:140</b>	Michael Hackworth (502) 564-4394	
<b>15</b>	IDEA Preschool	Report for children and youth with disabilities exiting special education	Amy Patterson (502) 564-4970	
<b>15</b>	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report submitted	Brandon Davis (502) 564-4286	
<b>25</b>	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Operations. <b>KRS 157.060; 702 KAR 3:110</b>	Carol Buell/Karen Conway (502) 564-3846	

**NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.**

## Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Tax Collector Reports (3)	(1) Tax Collection Information – <b>702 KAR 3:245</b> ; (2) Tax Collector’s Report to Local Board – <b>702 KAR 3:245</b> ; and (3) Local District’s Reconciliation of Taxes Collected Reports – <b>702 KAR 3:245</b>	Krystal Smith (502) 564-3846	
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):  IDEA-B Basic, Stewart B. McKinney Homeless  Migrant Education, Title I, Part A, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, School Improvement ARRA  Secondary Career & Technical Education  Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities  Title IIA Teacher Quality  IDEA-B Preschool, and Final Expenditure Report for Community Education  ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Title VI Rural and Low Income	Dru Hawkins (502) 564-1979  Thelma Hawkins (502) 564-1979  Lea Lewis (502) 564-4286  Lindsey Kimbleton (MAF)/Kristin Burton (502) 564-1979  Stephanie Mack (502) 564-1979  Thelma Hawkins (502) 564-1979  Karen Wirth/Nicole Crosthwaite (502) 564-1979  Vickie Terry (502) 564-1979	
25	Locally-Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
25	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
25	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	

**NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.**

## Important Due Dates for Superintendents JULY (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	State Preschool	Preschool Program approval form	Sally Shepherd (502) 564-7056	
<b>31</b>	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton (502) 564-1979	
<b>31</b>	IDEA CEIS	Count of children receiving Coordinate Early Intervening Services (CEIS) where applicable	Amy Patterson (502) 564-4970	
<b>31</b>	Superintendent Compensation	Superintendent Compensation Survey	Carol Buell (502) 564-3846	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## AUGUST

Date	Program	Activity/Description	KDE Contact	District Contact
*	Certified Evaluation	Each school year, all certified employees have to receive, within the first thirty (30) calendar days of that employee reporting for employment each year, an explanation and discussion of the professional practice rating domains, components, and performance criteria of their evaluation. <b>KRS 156.557 and 704 KAR 3:370</b>	Todd Davis (502) 564-1479	
*	Local Tax Levy (July-Dec)	Local tax levy within 45 days of receipt of certified assessment from KDE to local school district. <b>KRS 132.0225(1)</b>	Krystal Smith (502) 564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Krystal Smith (502) 564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Krystal Smith (502) 564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Krystal Smith (502) 564-3846	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish annual financial reports in local newspaper within 60 days after the close of the fiscal year. <b>KRS 424.120; KRS 424.220</b>	Steve Lyles (502) 564-3930	
*	Pupil Transportation	School Bus Driver Database updated with annual update before first day of school with other information changes as needed	Monica Napier (502) 564-5279	
*	Pupil Transportation	Bus Evacuation #1 due during the first full week of school; Bus Evacuation #2 due before the end of the first semester	John Wyatt (502) 564-5279	
*	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
1	Title III	Plan and Budget to KDE for recipients of LEP and/or Immigrant Students subgrant(s).	Gary Martin (502) 564-4970	
1	Minority Report KEPS/MERR	Minority Educator Recruitment and Retention Annual Report (Access available at all times via KEPS; Report due August 1).	Monica Murphy (502) 564-1479	
1	Pupil Transportation	Annual Incident Report due (submitted electronically via daily incident reports)	Monica Napier (502) 564-5279	
30	Pupil Transportation	Bus Inventory Update for Depreciation Opens (System closes on October 30)	Carl Meehan (502) 564-5279	
30	KETS	School district data security and breach procedures. <b>702 KAR 1:170</b> . Must acknowledge to local board by August 31 annually.	Bob Hackworth (502) 564-2020	
30	Secondary Career & Technical Education	All TEDS data from prior school year is due.	Claude Christian (502) 564-4286	
30	Instructional Leadership Act	End-of-cycle Instructional Leadership Report to Division of Next Generation Professionals	Renee Scott (502) 564-1479	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### AUGUST

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>31</b>	Title I	Title I, Part A, Application	Tara Rodriquez (502) 564-3791	
<b>31</b>	Title III	Plan and Budget to KDE for recipients of EL and/or Immigrant Students Subgrant(s) as part of Consolidated Plan in GMAP.	Gary Martin (502) 564-4970	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## SEPTEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. <b>702 KAR 3:246 Section (4b)</b>	Neil Watts/Natasha Napier (502) 564-3791	
*	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (Late September or early October due to weather affecting testing)	Kevin Hill (502) 564-4394	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. <b>KRS 156.670</b>	Mike Leadingham (502) 564-2020	
*	Textbook and Instructional Materials	Selection of basal instructional materials follows the District Off-List Notification process. <b>KRS 156.445(1)</b>	Kathy Mansfield (502) 564-2106	
<b>1</b>	Pupil Transportation	Download, update and email bus inventory for depreciation	Carl Meehan (502) 564-5279	
<b>15</b>	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. <b>702 KAR 3:246 (4b)</b>	Neil Watts/Natasha Napier (502) 564-3791	
<b>15</b>	SBDM	KDE is required to provide all disaggregated student performance data to all schools.	SBDM Questions – Neil Watts/Natasha Napier (502) 564-3791 Data Questions – Kevin Hill (502) 564-9853	
<b>15</b>	KETS	Technology Activity Report submitted electronically to KDE contact.	Mike Leadingham (502) 564-2020	
<b>30</b>	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Nicole Crosthwaite (502) 564-1979	
<b>30</b>	Class Size Compliance	Maximum class size update report to KDE (Non-SBDM schools and districts with one school)	Jennifer Baker (502) 564-1479	
<b>30</b>	District Budgets	Each local board must submit a working budget to the Kentucky Board of Education. <b>KRS 160.470(6)(a) and (b) and 702 KAR 3:110</b>	Carol Buell/Karen Conway (502) 564-3846	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents SEPTEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Title I, Part A	During the first 15 months that a district's Title I, Part A funds are available, the district must, by September 30, obligate at least 85% of the total allocated to it. The district may carry over a maximum of 15% into the next fiscal year and must obligate those funds by the following September 30.	Thelma Hawkins (502) 564-1979	
30	Federal Cash Request Statement of Assurances	Submit statement of assurance in GMAP and send email from Superintendent's Inbox to <a href="mailto:fcr.requests@education.ky.gov">fcr.requests@education.ky.gov</a> by September 30 each year.	Ken Greene (502) 564-1979	
30	District Funding Assurances	Submit assurances in GMAP and send email from Superintendent's Inbox to <a href="mailto:kdeassurances@education.ky.gov">kdeassurances@education.ky.gov</a> by September 30 each year.	Nichole Crosthwaite (502) 564-1979	
30	CACFP – At-Risk After School Meal Program	Submit Enrichment Activity forms to your approving consultant or to <a href="mailto:scncacfpgeneral@education.ky.gov">scncacfpgeneral@education.ky.gov</a> .	Lauren Moore (502) 564-5625	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.



## Important Due Dates for Superintendents OCTOBER

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>*</b>	CSIP/CDIP	CSIP/CDIP due 90 days after the School Report Card release.	Brandon Quick (502) 564-3791	
<b>1</b>	Schools with Changed School Service Area	Deadline for notification of any school that has an unstable population (less than 60%) compared to the prior year. 703 KAR 5:240(6)	Kevin Hill (502) 564-9853	
<b>1</b>	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846	
<b>1</b>	School District Personnel	Classified Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846	
<b>1</b>	Energy Management Report (EMR)	Collect energy consumption data and square footage of all school buildings in each district due to the Kentucky School Boards Association (KSBA).	Martha Casher (502) 783-0065	
<b>1</b>	Pupil Transportation	Inform KISTA if bus orders are to be financed	Carl Meehan (502) 564-5279	
<b>1</b>	Pupil Transportation	School bus ordering system live	Carl Meehan (502) 564-5279	
<b>25</b>	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA</p> <p>Secondary Career &amp; Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p> <p>Lea Lewis (502) 564-4286</p> <p>Kristin Burton (502) 564-1979</p> <p>Stephanie Mack (502) 564-1979</p>	

**NOTE:** Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents OCTOBER (Continued)

	Federal and State Grant Programs (Continued)	IDEA-B Preschool  ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Title IV Rural and Low Income	Thelma Hawkins (502) 564-1979  Nicole Crosthwaite (502) 564-1979  Vickie Terry (502) 564-1979	
<b>25</b>	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
<b>25</b>	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
<b>30</b>	Pupil Transportation	School Bus Inventory Due	Carl Meehan (502) 564-5279	
<b>31</b>	School Nutrition	Report Qualifying Data/Site Enrollment Reporting to SCN	Lauren Moore (502) 564-5625	
<b>31</b>	CACFP – At-Risk After School Meal Program	Complete CNIPS Application must be approved.	Lauren Moore (502) 564-5625	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents NOVEMBER

Date	Program	Activity/Description	KDE Contact	District Contact
*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE. This date may vary.	Krystal Smith (502) 564-3846	
*	CSIP/CDIP	CSIP/CDIP due 90 days after the School Report Card release. The “Superintendent Assurances” component in the CDIP replaces the separate “Superintendent Evaluation Report” starting in 2014-15.	Brandon Quick (502) 564-3791	
1	LEAD	Local Educator Assignment Data Report	John Fields (EPSB) (502) 564-4606	
1	Secondary Career & Technical Education	Locally-operated and all other schools 1 <sup>st</sup> semester imported into TEDS	Claude Christian (502) 564-4286	
1	District SBDM Council Programs	Principals are to report through the local superintendent the names of SBDM Council members and verify that each has completed the required training.	Neil Watts/Natasha Napier/Windy Newton (502) 564-3791	
1	Pupil Transportation	Transportation Growth Factor Adjustment Form due	Jana Cox/Karen Conway (502) 564-3846	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Garnetta Barnette (502) 564-5279	
1	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps <b>KRS 158.649 (SB 168)</b> and per local board policy on planning. (Note: Final agreement due by February – Annually)	Neil Watts/Natasha Napier (502) 564-3791	
1	Nonacademic Data	Nonacademic Data Report	David Curd (502) 564-5279 or 9853	
1	SB 8	Safe Schools Verification and Assurances due by November 1	Victoria Fields (502) 564-4772	
8	Locally-Operated CTE Centers	LAVEC Attend Hours Report Due to KDE	April Vermillion (502) 564-4286	
14	Title I	Title I Comparability Report due by November 1	Tara Rodriguez (502) 564-3791	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor’s report, submit post-audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Support. <b>KRS 156.275</b>	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846 Carol Buell (AFR) (502) 564-3846	
15	Pupil Transportation	School bus purchase due (Available on the KDE Transportation webpage) There is no guarantee for a May delivery date if submitted after this date.	Carl Meehan (502) 564-5279	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### NOVEMBER (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, <b>KRS 158.148</b>	Victoria Fields (502) 564-4772	
<b>30</b>	IDEA-B	Excess Cost and Maintenance of Fiscal Effort Report (Secure file transfer)	Karla Miller (502) 564-4970	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents DECEMBER

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>*</b>	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Steve Lyles (502) 564-3930	
<b>*</b>	CSIP/CDIP	CSIP/CDIP due 90 days after the School Report Card release.	Brandon Quick (502) 564-3791	
<b>1</b>	Transition to Adult Life	Transition to Adult Life data for prior year graduates must be entered on the Graduation tab in Infinite Campus.	Kiley Whitaker (502) 564-4286	
<b>7</b>	State Preschool	Enrollment Count Report December 1 due to KDE.	Andrea Bartholomew/ Sally Shepherd (502) 564-7056	
<b>15</b>	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator	Mike Leadingham (502) 564-2020	
<b>15</b>	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1), Personnel Employed for Special Education Report, Implementation of FAPE (Educational Placements) Report	Amy Patterson (502) 564-4970	
<b>30</b>	Pupil Transportation	Verify school bus inventory data from KDE	Carl Meehan (502) 564-5279	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents JANUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Local Board Meetings (January School Board Mtg.)	Local board must adopt a regular board meeting schedule and make it available to the public. <b>KRS 61.820</b>	Amy Peabody (502) 564-4474	
*	CSIP/CDIP	CSIP/CDIP due 90 days after the School Report Card release. The “Superintendent Assurances” component in the CDIP replaces the separate “Superintendent Evaluation Report” starting in 2014-15.	Neil Watts/Natasha Napier (502) 564-3791	
*	Staffing Policies	Review/revise school staffing formula and submit to the KDE Division of Consolidated Plans and Audits prior to May 1 in order to use them the same year. <b>702 KAR 3:246</b>	Neil Watts/Natasha Napier (502) 564-3791	
*	Pupil Transportation	Bus Evacuation #3 due during the first full week of school after Winter Break; Bus Evacuation #4 due before the end of school	John Wyatt (502) 564-5279	
<b>15</b>	Secondary Career & Technical Education	KOSSA (Kentucky Occupational Skill Standards Assessments) Registration	Sherri Craig (502) 564-4286	
<b>15</b>	E-Rate	The E-Rate Form 471 filing window typically opens mid-January and runs through mid-April	Mike Leadingham (502) 564-2020	
<b>15</b>	E-Rate	Download Children’s Internet Protection Act Compliance (Form 479) from the SLD website and submit to KDE contact.	Mike Leadingham (502) 564-2020	
<b>15</b>	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick (502) 696-7394	
<b>25</b>	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):  IDEA-B Basic, Stewart B. McKinney Homeless  Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA  Secondary Career & Technical Education  Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities  Title IIA Teacher Quality	Dru Hawkins (502) 564-1979  Thelma Hawkins (502) 564-1979  Lea Lewis (502) 564-4286  Kristin Burton (502) 564-1979  Stephanie Mack (502) 564-1979	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### JANUARY (Continued)

	Federal and State Grant Programs (Continued)	IDEA-B Preschool  ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Title IV Rural and Low Income	Thelma Hawkins (502) 564-1979  Nicole Crosthwaite (502) 564-1979  Vickie Terry (502) 564-1979	
<b>25</b>	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
<b>25</b>	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
<b>30</b>	Intervention Tab Data Pull	Intervention Tab data pulled	April Pieper/Jarrold Slone (502) 564-4970	
<b>31</b>	District Budgets	Draft budget review by local board (start of new year budget). <b>KRS 160.470(6)(a)</b>	Steve Lyles (502) 564-3930	
<b>31</b>	IDEA – MoFE	Maintenance of Fiscal Effort, Non-Supplanting and Excess Cost Report	Karla Miller (502) 564-4970	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents FEBRUARY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of <b>KRS 158.649 (SB 168)</b> and local board policy.	Neil Watts/Natasha Napier (502) 564-3791	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB 168)</b> and local board policy.	Neil Watts/Natasha Napier (502) 564-3791	
*	Read to Achieve	Submit Mid-Year Report to KDE	April Pieper (502) 564-4970	
*	Math Achievement Fund	Submit mid-year report	Pam Pickens (502) 564-4970	
<b>1</b>	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB168)</b> and local board policy.	Neil Watts/Natasha Napier (502) 564-3791	
<b>1</b>	Non-Resident Contracts	Non-resident contracts should be approved by the local board for the following school year. <b>702 KAR 7:125 (9)</b>	Cheri Meadows (502) 564-5279	
<b>1</b>	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1. <b>KRS 160.380 (2) (a)</b>	Amy Peabody (502) 564-4474	
<b>2/1-3/31</b>	Sec. Career and Tech. Education	KOSSA assessment window for students in career and technical education	Sherri Craig (502) 564-4286	
<b>25</b>	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Jennifer Baker (502) 564-1479	
<b>28</b>	Secondary Career & Technical Education	Follow-up/Transition Report for Career and Technical Education Students	Claude Christian (502) 564-4286	
<b>29</b>	LEAD	Spring Reporting Period	John Fields (EPSB) (502) 564-4606	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.



## Important Due Dates for Superintendents MARCH

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>1</b>	School Staffing	The board must give each SBDM Council the school staffing and budget allocations for the next fiscal year by May 1. <b>KRS 160.345; 702 KAR 3:246</b>	Neil Watts/Natasha Napier (502) 564-3791	
<b>1</b>	Preschool Report	School Enrollment Count due to KDE March 1.	Andrea Bartholomew/ Sally Shepherd (502) 564-7056	
<b>15</b>	Indirect Costs	Indirect Cost Rate adjustments due via web form to Division of District Support	Karen Conway (502) 564-3846	
<b>15</b>	Secondary Career & Technical Education	Second semester TEDS data imported	Claude Christian (502) 564-4286	
<b>30</b>	Intervention Tab Data Pull	Intervention Tab data pulled	April Pieper/Jarrold Slone (502) 564-4970	
<b>31</b>	Title IIA, III, IV, and IDEA-B	Declaration of Participation	Thelma Hawkins (502) 564-1979	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### APRIL

Date	Program	Activity/Description	KDE Contact	District Contact
*	District Budget	District staff should begin preparing the Tentative Budget after notification of final SEEK from KDE.	Steve Lyles (502) 564-3930	
1	Nutrition Programs	Complete Community Eligibility Provision Reporting (number of directly certified students) to SCN	Lauren Moore (502) 564-5625	
1	Locally-Operated CTE Centers	LAVEC Changes Verification Due to KDE	Kiley Whitaker (502) 564-4286	
14	E-Rate, KETS	Submit District Technology Plan to KETS Engineer	Mike Leadingham/KETS Engineers; (502) 564-2020	
16	Title III (EL)	Intent to Participate completed in GMAP	Gary Martin (502) 564-4970	
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant, and School Improvement ARRA</p> <p>Secondary Career &amp; Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p> <p>IDEA-B Preschool</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Judy Howard (502) 564-1979</p> <p>April Vermillion (502) 564-4286</p> <p>Kristin Burton (502) 564-1979</p> <p>Stephanie Mack (502) 564-1979</p> <p>Thelma Hawkins (502) 564-1979</p>	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### APRIL (Continued)

	Federal and State Grant Programs (Continued)	ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Title IV Rural and Low Income	Nicole Crosthwaite (502) 564-1979  Vickie Terry (502) 564-1979	
<b>25</b>	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
<b>25</b>	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Teri Mason (502) 564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
<b>30</b>	Written Notice (non-renewal certified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. <b>KRS 161.750(2)</b>	Amy Peabody (502) 564-4474	
<b>30</b>	Written Notice (non-renewal classified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. <b>KRS 161.011</b>	Amy Peabody (502) 564-4474	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## MAY

Date	Program	Activity/Description	KDE Contact	District Contact
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees 90 days before the first student attendance day of the following school year or May 15, whichever is earlier. <b>KRS 161.765; KRS 161.760</b>	Amy Peabody (502) 564-4474	
*	Read to Achieve	Submit End-of-Year Report	April Pieper (502) 564-4970	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of <b>KRS 161.765</b> .	Amy Peabody (502) 564-4474	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy. Selection of basal instructional materials follows the District Off-List Notification process. <b>KRS 156.445(1)</b>	Kathy Mansfield (502) 564-2106	
<b>1</b>	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Reports, including Summative Evaluation	Kathie Anderson (502) 564-4970	
<b>1</b>	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. <b>KRS 157.395</b>	Jana Cox (502) 564-3846	
<b>1</b>	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by <b>KRS 158.856(6)</b> .	Jamie Sparks (502) 564-2106	
<b>1</b>	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in <b>KAR 160.345(11)</b> , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by <b>KRS 158.856(6)</b> .	Jamie Sparks (502) 564-2706	
<b>14</b>	Title III/LEP	Annual Performance Report data submitted electronically	Gary Martin (502) 564-4970	
<b>15</b>	Agricultural Education	SAE Annual Report for Agricultural Education	Brandon Davis (502) 564-4286	
<b>15</b>	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	Cheri Meadows (502) 564-5279	
<b>20</b>	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Report and Summative Evaluations	Kathie Anderson (502) 564-4970	
<b>28</b>	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 28.	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### MAY (Continued)

<b>30</b>	District Budget	Submit board approved Tentative Budget by May 30 with at least a 2% contingency. <b>KRS 160.470(6) (a)</b>	Carol Buell/Karen Conway (502) 564-3846	
<b>30</b>	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council.	Neil Watts/Natasha Napier (502) 564-3791	
<b>30</b>	Capital Funds Request	Capital Funds Requests (CFR) are due for current fiscal year.	Jana Cox (502) 564-3846	
<b>31</b>	Secondary Career & Technical Education	End-of-year data imported into TEDS	Claude Christian (502) 564-4286	
<b>31</b>	Pupil Transportation	Certification for Transportation for KSB & KSD Home Trips for Resident Pupils Certification for Transportation for KSB & KSD Daily Trips	Carl Buell (502) 564-3846	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

# Important Due Dates for Superintendents

## JUNE

Date	Program	Activity/Description	KDE Contact	District Contact
*	Title IX	Title IX forms sent to KHSAA	Darren Bilberry (859) 299-5472	
*	Program Participation in National School Lunch and School Breakfast Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	Lauren Moore (502) 564-5625	
*	Pupil Transportation	Driver Trainers 6-Hour Updates; School Bus Inspectors 4-Hour Updates	John Wyatt/Carl Meehan (502) 564-5279	
<b>6/2017</b>	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
<b>1</b>	Title II	Title II Part A Budget	Jennifer Baker (502) 564-1479	
<b>10</b>	Math Achievement Fund	Submit year-end report	Pam Pickens (502) 564-4970	
<b>15</b>	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Lauren Moore (502) 564-5625	
<b>15</b>	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice by June 15 that they do not accept employment. <b>KRS 161.750(3)</b>	Amy Peabody (502) 564-4474	
<b>30</b>	State Preschool	Annual Performance Report	Sally Shepherd/Kim Wiley (502) 564-7056	
<b>30</b>	ESS	2008-09 ESS Program Projection Report	April Pieper (502) 564-4970	
<b>30</b>	ESS	Daytime Waiver Evaluations Report	April Pieper (502) 564-4970	
<b>30</b>	ESS	Infinite Campus regular term reports – pulled from Infinite Campus (IC)	April Pieper (502) 564-4970	
<b>30</b>	District Funding Assurances	Submit assurances by email from Superintendent's Inbox to KDE Assurances Mailbox by June 30 each year.	Karen Wirth (502) 564-1979	
<b>30</b>	Preschool	Kentucky Preschool Performance Report	Kim Wiley/Sally Shepherd (502) 564-7056	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents

### JUNE (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
30	Nutrition Programs	Notification due to SCN for participation in the Community Eligibility Program	Lauren Moore (502) 564-5625	
30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Karen Conway (502) 564-3846	
30	Pupil Transportation	Pupil Transportation Adjustment Form End-of-Year	Karen Conway (502) 564-3846	
30	ESS	ESS Student SIS/Infinite Campus reports pulled from Infinite Campus (IC): Summer Term	April Pieper (502) 564-4970	
30	Safe Schools	Safe Schools Data Verification Report	Victoria Fields (502) 564-3472	
30	Fiscal Year for Schools	End-of-school fiscal year <b>KRS 158.050; KRS 160.450</b>	Steve Lyles (502) 564-3930	
30	Non-resident Contracts	Amendments to contracts for non-resident students. <b>702 KAR 7:125 (9)</b>	Cheri Meadows (502) 564-5279	
30	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Garnetta Barnette/Ronda Devine (502) 564-5279	
30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick (502) 696-7394	
30	New School Calendar	School calendar for upcoming school year due to KDE by June 30. <b>702 KAR 7:140 (2)</b>	Cheri Meadows (502) 564-5279	
30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. <b>702 KAR 7:140 (2)</b>	Cheri Meadows (502) 564-5279	
30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Claude Christian (502) 564-4286	
30	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Greg Dunbar (502) 564-4326	
30	Intervention Tab Data Pull	Intervention Tab data pulled	April Pieper/Jarrod Slone (502) 564-4970	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.